

**RECORD OF PROCEEDINGS**  
**KREMMLING SANITATION DISTRICT**

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**RESOLUTION 2020-5-1**

**A RESOLUTION ADOPTING A REMOTE MEETING POLICY FOR THE  
KREMMLING SANITATION DISTRICT**

WHEREAS, the Board of Directors of the Kremmling Sanitation District desires to adopt a remote meeting policy for declared disaster emergency situations; and

WHEREAS, the coronavirus COVID-19 has been declared a disaster emergency by the state of Colorado and the District; and

WHEREAS, the state of Colorado has adopted physical distancing requirements and limited gathering sizes that could preclude holding in-person public meetings; and

WHEREAS, the District desires to assure the health and safety of its board members, its staff, and the public during public meetings; and

WHEREAS, the Board desires to allow for the conduct of remote board meetings and to continue to allow for public participation during remote meetings.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE KREMMLING SANITATION DISTRICT, COLORADO;

That the following policy is hereby adopted concerning the conduct of remote meetings:

**I. Purpose.**

The purpose of this Policy is to specify the circumstances under which meetings of the Board of Directors of the Kremmling Sanitation District may be held without the physical presence of the members, District staff or the public at a designated meeting location (aka "Remote Meeting"). It also provides user expectations for the public to participate in remote meetings.

**II. Procedure.**

**A. General.** Remote Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.

**B. Conditions.** Remote Meetings may be held if all of the following conditions are met:

1. The State of Colorado or the District, or both, have declared a state of emergency.
2. The board members and staff can hear one another and can hear or read all discussion in a way designed to provide maximum notice and participation.
3. The public has the opportunity to participate to the greatest extent possible.
4. Hearings shall only be held with the prior written consent of the applicant, in which the applicant waives any legal challenge to the hearing being conducted at a Remote Meeting.
5. All votes shall be conducted by roll call. Each member may vote on all matters at a Remote Meeting in the same manner as other meetings.
6. Minutes of the meeting shall be taken in the same manner as other meetings.

**C. Determination.** The decision to hold a Remote Meeting shall be made by the Board President or, in his/her absence, the Treasurer. Timely notice shall be given to the public, to the extent possible, to ensure public participation. Notice shall set forth the time of the meeting as well as the information needed to access the Remote Meeting.

**IV. Applicability.**

Upon implementation, this Policy will apply to regular and special meetings, including workshops, of the Board of Directors.

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V. Reasonable Accommodation.

The District shall make reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals full and equal access to Remote Meetings.

VI. User Expectations.

- A. If joining through the web, log on at least 5 minutes before the start of the meeting, since some online products require downloads and installation.
  
- B. Public comment is only allowed when the board approves the time. When called upon by the host, state your name when you begin to speak.
  
- C. If you are using a computer to connect, turn off or mute any nearby cell phones.
  
- D. Use a headset or earbuds for better audio quality.
  
- E. To minimize distractions, please have *only* the virtual meeting application open on your computer. If you are running other programs like email or have additional websites open in your browser, it may interfere with your ability to hear or see the information. Close all other applications and windows when participating.
  
- F. Please limit other distractions when possible. Be aware of background noise.
  
- G. Some things to be mindful of when connecting with your computer/tablet or smart phone to a video streaming application:
  - 1. For best results with a virtual meeting, verify prior to the meeting that your Internet service is capable of live streaming.
  - 2. Depending on your Internet speed and service, sometimes the most reliable way to participate in the meeting is to call the phone number provided, rather than joining the meeting through the web link.
  - 3. If your computer/tablet or smart phone is older than 2015 it is recommended that you use a cell phone to dial into the virtual meeting number to ensure that you can hear the meeting clearly.
  - 4. The use of a landline is discouraged as the call-in numbers are not toll free.

INTRODUCED, READ, AND ADOPTED THIS 11<sup>TH</sup> DAY OF MAY, 2020.

SIGNED:

\_\_\_\_\_/s/ Jason Bock\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_/s/ Richard A. Rosene\_\_\_\_\_  
Secretary